

Fiction Fix-It Shop

Copy Editing Checklist

When a client purchases a copy edit from FFS, they have a right to expect the following services, qualities, and end product:

Qualities of Copy Edits and Copy Editor

- Knowledgeable about fiction industry standards** pertaining to type of editing being done
- Respectful of author's writing voice:** Enhancing and clarifying rather than altering the voice or writing style.
- Accommodating of literary license and innovation:** Understanding that fiction utilizes a somewhat less formal standard of English and that some grammar rules can be bent in order to facilitate the telling of the story.
- Awareness of what copy-editing is and is not:** Staying within bounds of copy editing and not veering into line or substantive editing.
- Respectful and professional in comments**
- As objective as possible**
- Prompt**

End Product: Finished copy edits may contain following elements:

- Changes made directly into manuscript using MS Word Track Changes** so that client may review and either accept or reject changes.
- Comments or questions** inserted using MS Word Comments feature if copy editor feels the change is one better made by the client.
- Changes or suggestions will follow the Chicago Manual of Style.**

While the copy editor will make every effort to provide client with a clean, error-free manuscript, FFS can make no guarantee that this will be the case. Even published novels often contain errors because of human limitations. FFS copy editors pledge to give clients their best effort, but perfection should not be expected and is not guaranteed.

Copy Edits: Copy edits may include the following aspects:

- Spelling**
- Punctuation**
- Grammar**
- Formatting**
- Clarity**
- Continuity:** story details remaining consistent throughout manuscript
- Flow and smoothness:** to eliminate awkward phrasing

- **Factual accuracy:** as far as editor is able to determine. This does not mean the editor should or will do research to fact-check for the client. Research is the client's job.
- **Pointing out possible trade-mark or copyright issues:** also as far as the editor can determine. Editors are not lawyers or copyright law experts.